

Child with Diabetes in School - Responsibilities

PERSON(S)	RECOMMENDED RESPONSIBILITIES
Parents or guardians	<ul style="list-style-type: none"> • Provide all necessary supplies for the management of child's diabetes including snacks and safety-engineered sharps. • Provide current/updated diabetes care plan or physician's orders to school before the beginning of the school year or before the child returns to school after diagnosis. Inform the school about any changes in diabetes treatment regimen. • Participate in yearly conference with school personnel about the diabetes care plan. • Provide emergency phone numbers for parents/guardians and the child's healthcare provider.
Child	<ul style="list-style-type: none"> • Perform self-management tasks (i.e. blood glucose testing, insulin management) (if the child is able). • Inform school personnel immediately regarding symptoms of low or high blood sugar. • Follow a meal plan. • If age and developmentally appropriate, carry glucose tabs or other source of carbohydrates at all times.
School Nurse*	<ul style="list-style-type: none"> • Be aware of current trends in diabetes management and the treatment of diabetes emergencies. • Coordinate the development of the student's diabetes care plan including emergency action plans and plans for an unplanned disaster or emergency (72 hours). Regularly review/update the DMMP with parent and healthcare provider. • Inform key school personnel about their roles in the student's diabetes care plan. • Train school personnel every year or as needed about diabetes management. • Communicate important information to parents and healthcare provider in accordance with HIPAA rules. • Administer or delegate, if appropriate, the child's insulin or blood tests, or assist child to do so. • Implement plan for disposal of used sharps properly to avoid accidental needle injuries.
UAP** assigned to provide delegated services to the student	<ul style="list-style-type: none"> • Participate in training provided by the school nurse* or other qualified professional. • Document all activities as directed by the school nurse* or other qualified professional. • Follow the child's DMMP including the emergency plan developed for low blood sugar and high blood sugar. • Administer as delegated, the child's insulin or blood glucose testing, or assist child to do so. • If glucagon is ordered, administer as delegated. • Communicate important information to the parents, school nurse* and healthcare provider (with parental permission).
Student Services Team	<ul style="list-style-type: none"> • Address any issues that the student with diabetes may be experiencing and develop accommodations that may be necessary. Develop 504/IEP as necessary.
Teachers	<ul style="list-style-type: none"> • Promote a supportive environment for students with diabetes, including respect for student's confidentiality/right to privacy. • Participate in the development of the diabetes care plan. • Follow the emergency plan developed for low blood sugar and high blood sugar. Treat hypoglycemia in classroom as first step. If it necessary for the student to go to the school nurse*/office, determine how the student will be accompanied. • Provide information for any substitute teacher regarding the care plan of a student with diabetes confidentially. • Help students with diabetes follow medication and eating requirements. • Follow any educational accommodations developed by the student services team.
Principal	<ul style="list-style-type: none"> • Know the school's responsibilities under federal, state, and local guidelines for accommodating children with diabetes. • Identify school personnel for training and to provide delegated services to the student with school nurse* assistance. • Develop 504/IEP with the school team and parents/guardians as necessary. • Participate in the annual diabetes care plan review.
Food Service	<ul style="list-style-type: none"> • Be informed about the role that food and snacks have in management of diabetes. • Follow the emergency plan developed for the symptoms of low and high blood sugar. • Participate in the diabetes care plan as it relates to food and snacks. • Make nutritional information, including carbohydrate counts available to the parent and student with diabetes.
Coaches	<ul style="list-style-type: none"> • Understand management of diabetes and the role of exercise; the care plan as it relates to exercise, snacks, and insulin. • Follow the emergency plan developed for the symptoms of low and high blood sugar. Make sure a quick-acting supply of carbohydrates is always available to treat hypoglycemia. • Encourage students with diabetes to participate in physical activities. • Promote a supportive environment for students with diabetes, including respect for student's confidentiality/right to privacy.
Bus Drivers	<ul style="list-style-type: none"> • Be informed about the management of diabetes and follow the emergency plan developed low and high blood sugar. • May need to allow student to eat on bus. • Know emergency contact.

Adapted from BD Diabetes Learning Center, *Diabetes Care at School* (2013) and *Helping the Student with Diabetes Succeed; A Guide for School Personnel*, USDHHS, 2010.

*If the school does not have a school nurse or access to a school nurse, please see the school administrator.

** UAP – unlicensed assistive personnel (AAP, NASN)